

CITY OF BURBANK

SUPERVISING LIBRARIAN

DEFINITION

Under administrative direction, to perform professional librarian and technical work as a division/branch head; to oversee library programs, services, and operations; to provide assistance to the Assistant Library Director and Library Director; and perform related work as required.

ESSENTIAL FUNCTIONS

Organizes, implements, and directs multiple library functions including planning, budgeting, operations, and personnel management; chairs and coordinates a variety of managerial committees; develops and implements library policies, procedures, performance objectives, and work program goals; interfaces with vendors to evaluate, select, and implement resources; reviews literature to keep abreast of current professional information; recommends standards and procedures for material selection and services; prepares, maintains, and reviews reports, statistics, correspondences, and technical materials; establishes and monitors the Integrated Library System (ILS), including cataloging and circulation functions; schedules meetings, trainings, and activities; supervises, trains, and evaluates the work of staff and volunteers; oversees public library facilities to ensure the safety of staff and patrons of the library; coordinates collection development to meet the community's informational needs; partners with other City departments and community groups to implement programs and services to the public; provides professional level reference and circulation service to patrons of all ages; resolves difficult patron problems and disputes; assists in preparing the annual budget; monitors expenditures; conducts grant and alternative funding source research; supervises the library system as needed; attends professional meetings, workshops, and seminars; represents the library to the community and organizations; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed up to and including terminations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – organizational structure of the Library Department and other City departments; current principles, theories, trends, and practices of library and information science; reference sources and methods for both adult and youth services; the use of present and emerging automated information services and technologies; social media; cataloging and classification; effective public relations; principles and practices of management, supervision, and leadership; record keeping; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – effectively implementing the required knowledge of organizing and directing a specialized division of the Library, including training and performance evaluations; developing, interpreting, and administering City and library policies; making independent judgments and decisions based upon standard policy or procedures; interacting and

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communicating considerably with a diverse population; effectively managing a budget; gaining cooperation through discussion and persuasion; fostering a teamwork environment; library collection development and circulation; utilizing Microsoft Office, including, but not limited to Word, PowerPoint, and Excel.

- Ability to – analyze and solve complex problems, identify alternative solutions, and implement recommendations; administer activities within established policy; follow instructions and directions; read, write, and communicate at a professional level; identify community library needs; promote interest in library services; implement a positive public service orientation; tactfully and effectively handle highly emotional and volatile customer relations situations; enforce library rules and call emergency services as required; address and mediate patron complaints and issues; establish and maintain effective working relationships; supervise, evaluate, and direct the work of others; work a schedule that may include weekends and after hours; travel to other locations for meetings and training sessions.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Master's Degree in Library or Information Science from an American Library Association (ALA) accredited program and three years of progressively responsible professional library experience, including two years in a supervisory capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.